



JOB DESCRIPTION: Recreation Programmer - Facility

JOB TITLE: Recreation Programmer - Facility
DEPARTMENT: Public Services-Recreation Division
PAY GRADE: 52
EXEMPT: N
FULL-TIME: Y

**Date Created: 08/03/10
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JOB SUMMARY: Under the general supervision of the Recreation Manager, works in partnership with other employees, departments/divisions, external entities, and the public in delivering effective and innovative recreation services. Programmers assist in the planning, promotion, development and coordination of recreation activities. The candidate should have a proven record of planning and implementing recreational programs and developing and promoting such programs for all ages.

ESSENTIAL JOB FUNCTIONS:

- Assists in organizing, scheduling, developing, evaluating and supervising various activities, special events and personnel related to facility and/or program operations.
- Organizes, schedules and supervises general facility activities and personnel related to these activities i.e., child care and facility schedule.
- Assists with Wylie Wave Summer Day Camp planning and implementation.
- Supervises participants during programs and enforces program and building rules, regulations and procedures.
- Evaluates assigned areas and recommends areas for improvement.
- Develops, markets and promotes programs through recreation publications, newsletters, fliers, press releases and other media.
- Attends necessary staff training, meetings and in-service programs.
- Assists in the recruitment, selection, orientation, training, evaluation and scheduling of part-time and seasonal staff and volunteers.
- Prepares and maintains program materials, equipment, first aid kits and other necessary items.
- Evaluates service costs and makes related recommendations.
- Prepares and maintains departmental records and correspondence.
- Teaches, coordinates and implements a variety of courses based on individual abilities and the needs of the community.
- Assists in the operation of a public recreation facility, including registration, equipment check out, answering telephones, supervising building activities, transporting/participating in outings and performing related duties.
- Use discretion and independent judgment to perform job duties and supervision. Models appropriate behaviors for participants and volunteers at all times.
- Performs as a responsible steward of the public trust and strives for excellence in public service, enhancing the quality of life for all.

- Acts in a civil, respectful manner at all times to management, co-workers, Board members and others.
- Other duties as may be assigned.

REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:

A minimum of two years of job related experience in the recreation programming field. Familiar with use of personal computers and word processing and spreadsheet programs such as MS Word, PowerPoint, and Excel. Familiar with the use of accounting software such as Incode. Familiar with the use of facility-scheduling software and recreation software such as Active Net.

Knowledge of:

- The philosophy and techniques of recreation programming, equipment and supplies standard to recreation programs.
- Personal computer software programs for word processing, graphics and spread sheet applications.

Ability to:

- Maintain accurate records, prepare reports, complete forms, and address customer service issues in a timely fashion as needed for the successful operation of a recreation facility.
- Promote and maintain good public relations and be customer-service oriented. Ability to train and organize volunteers.
- Function successfully in a dynamic environment requiring multi-tasking, shifting priorities, efficient and effective use of available resources is key.
- Operate a computer keyboard, calculator, photocopier, vehicle and equipment related to programs.
- Successful interaction and communication orally and in writing with all levels of co-workers, management staff, citizens and the public is essential.
- Work hours outside of normal business hours as needed.
- Maintain an acceptable attendance history.
- Pass a pre-employment drug screening test, physical and criminal background check.

REQUIRED EDUCATION, TRAINING, LICENSES & CERTIFICATIONS:

Valid Texas Driver's License with no restrictions except "A", clear driving record. Bachelor's degree with major course work in parks and recreation programming, recreation administration, therapeutic recreation or related field. CPR/FA certification or ability to obtain within six months after hire. Certified Parks and Recreation preferred, not required.

PHYSICAL STRENGTH REQUIRED:

MODERATE: Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.

HIPAA COMPLIANCE STATEMENT:

All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy Rule must have an understanding and knowledge of the Privacy Rule that corresponds to their job responsibilities. Employees who violate the requirements of the HIPAA Privacy Rule will be subject to discipline, up to and including termination.

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PHYSICAL ACTIVITIES REQUIRED:

Standing	Sitting	Walking	Lifting
Carrying	Pushing/Pulling	Reaching	Handling
Fine Dexterity	Kneeling	Crouching	Crawling
Bending	Twisting	Climbing	Balancing
Vision	Hearing	Talking	Bus/Van Driving

PRIMARY WORK ENVIRONMENT: Indoors, plus outdoor special events

SHIFT WORK: No **CALL-OUT:** Occasionally

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This description is not meant to be all-inclusive of tasks that may be required to be performed on an irregular basis; nor is it intended to be an exhaustive list of all duties and skills that may be required. This job description may change at any time, for any reason, deemed necessary by management.